

**Subject:** Personnel Actions and Performance Evaluations  
**Policy No.:** 500-0004  
**Effective Date:** 08/26/2013

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Purpose: To ensure that all personnel actions, including but not limited to, new hires, transfers, suspensions, demotions, pay increases and terminations, as well as required performance evaluations, are conducted in a professional, efficient and consistent manner. To maintain the integrity of all personnel action and performance evaluation documentation through proper execution and timely return to the Human Resources Department for review, approval and distribution to City Management and then filing and secure retention within the employee's personnel record as required by local, state and federal retention schedules.

## **ITEM 1: PERSONNEL ACTION FORMS**

The City Manager and staff shall modify and/or develop the Personnel Action (PA) form or a similar document to be used citywide to document all personnel actions.

The Personnel Action (PA) form is used to provide staff with a formal, written method of communicating changes and updates to employee records and position information. The workflow process used to complete the PA form is as follows: (1) click on the form saved in the Forms subfolder on the shared drive; (2) complete the form with all necessary information, include any attachments and sign; (3) once signed, forward to HR for review and approval; (4) HR will forward the approved form, with all necessary attachments and/or approvals, to the City Manager and Chief Financial Officer. Please review each PA form prior to submission to HR for accuracy of entered information and required documentation. Supervisors are required to obtain approval by City Management prior to implementation of any action documented on the PA form. The Personnel Action (PA) form is a communication tool used to notify HR and City Management of employee changes and updates for the following reasons to include, but not be limited to:

- Updates to active employee job records.
- Paid or unpaid leave of absence.
- Temporary assignment Pay
- Suspensions
- Promoting or demoting an employee within your department.
- Transferring an employee from another department into your department.
- Terminations, retirements, and RIFs.
- Full/Part time status changes.
- Hires and rehires

## **ITEM 2: PERFORMANCE EVALUATIONS**

The periodic documentation and communication of an employee's work performance is a critical process that connects the supervisor and the employee in a partnership. As part of this partnership, probationary, annual, and/or special evaluations serve as instruments in a supervisor's toolkit to provide the necessary feedback allowing employees to repair and/or fine-tune their job performance. The performance evaluation is intended to be a fair and balanced assessment of an employee's actual performance during the review period.

Supervisors are responsible for recognizing and rewarding superior performance as well as offering coaching and counseling where needed to improve substandard performance.

Performance evaluations will be conducted on a quarterly basis during the course of the probation period to assess and advise the employee of their work performance. Sworn Police Officers as well as Fire Fighters will be evaluated every 90, 180, 270 and 360 days. All other employees will be evaluated at 90 and 180 day intervals. All employees will receive an evaluation at the end of their probationary period.

Thereafter, an employee's job performance will be evaluated annually on his anniversary date for his current position. If a department desires to perform evaluations more frequently such as when there is a change in supervision, the department may do so. Unless exempted by City Management, departments and supervisors are required to perform annual evaluations that coincide with the anniversary date of the most recent Personnel Action impacting the employee's position and status.

If the City Council has approved an annual evaluation increase in that year's budget and the employee has received a rating of satisfactory or above on his evaluation, he will be eligible for a one-step increase.

One step is approximately 2.5 % of the current pay rate.

Employees will receive this increase in the pay period following their anniversary date.

If an employee is selected for promotion, and has served a minimum of nine months in the current position since his last evaluation increase, he will receive a final evaluation for the position previously served or former position.

Employees may NOT exceed their pay grade maximum.

If an employee scores a satisfactory or above rating and is not at the maximum of his salary range, he will receive a one-step increase in addition to his promotional increase.